

**Master City of San José Consultant Agreement
Approved Service Order
(Non-Capital Projects)**

Cover Page

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- 1a.** Intentionally Omitted **1b.** AC Contract No.: **32462**
- 2.** Approved Service Order No. 1
- 3.** Consultant's Name: Page & Turnbull, Inc.
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- 4.** Project Name: Martha Gardens Specific Plan Update Historic Resources Survey ("Project")
- 5.** Project Location: Martha Gardens Specific Plan Area
- 6.** The Consultant and the City will implement this Approved Service Order in accordance with the Master Agreement, this cover page and Attachments "A" (Tasks), "B" (Terms and Conditions), and "C" (Compensation Table), which are incorporated herein by references.
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- 7. Budget/Fiscal:**
- | | | |
|---|----|---------|
| a. Current unencumbered amount in Master Agreement: | \$ | 100,000 |
| b. Maximum Service Order Compensation for this Approved Service Order: | \$ | 83,490 |
| c. New unencumbered balance in Master Agreement (7.a – 7.b): | \$ | 16,510 |

d. **Appropriation Certification:** I certify that an unexpended appropriation in the amount of the Maximum Service Order Compensation is available in the following fund(s) and that such fund(s) will be encumbered to pay for this Approved Service Order.

| | | | |
|------------------|-------------------|-------------------|--------------------------|
| Fund: <u>239</u> | Appn: <u>2050</u> | RC: <u>570410</u> | Amount: \$ <u>83,490</u> |
| Fund: _____ | Appn: _____ | RC: _____ | Amount: \$ _____ |
| Fund: _____ | Appn: _____ | RC: _____ | Amount: \$ _____ |

Authorized Signature:

Date:



Email: sandy.doan@sanjoseca.gov
Date: 07/06/2022 GMT

07/06/2022 GMT-07:00

8. Division Analyst Approval:

Date:

Kayla Do

Email: kayla.do@sanjoseca.gov
Date: 07/06/2022 GMT

07/06/2022 GMT-07:00

9. Consultant Approval:

Date:

Ruth Todd

Email: ruthtodd@page-turnbull.com
Date: 07/06/2022 GMT

07/06/2022 GMT-07:00

10. Approval as to Form (City Attorney):

- Service Order Form Approved by the Office of the City Attorney
(Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)

Approved as to Form: _____ Date: _____
(Sr.) Deputy City Attorney

11. City Director Approval:

Date:

Chu Chang

Email: chu.chang@sanjoseca.gov
Date: 07/07/2022 GMT

07/06/2022 GMT-07:00

Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

General Description of Project for which Consultant will Provide Services:

The project is a part of the Citywide Historic Resources Survey effort authorized by the San José City Council in 2017 and the planned update by the Planning Division of the Martha Gardens Specific Plan (MGSP). The MGSP was prepared in 2003 and establishes the framework for the redevelopment of this area of San Jose.

The Martha Garden Specific Plan Update Historic Resources Survey includes approximately 260 parcels. Approximately 180 parcels (outside the boundaries of the Martha Gardens Conservation Area) contain buildings constructed between circa 1900 and 1980. The project goal is to identify potential historical resources in the Martha Garden Specific Plan area to inform decision-making during the Martha Garden Specific Plan Update planning process. The survey project will allow the City to protect significant cultural and historic resources which encourage tourism, economic development, and the celebration of the San José's unique character and also serve to streamline infill development by identifying which properties are historically significant and which sites would not require additional historic resource evaluation when development is proposed.

PHASE 1: Project Commencement

Bring consultant and City staff together to understand key issues, organize background materials and baseline data, and clarify the work plan and schedule.

A. Services:

Task 1.1: Project Kick-off Meeting

Page & Turnbull's team will meet virtually with City of San Jose staff at the start of the project to review and finalize the scope of work, discuss roles and responsibilities, align expectations about format and content of deliverables, and confirm the project schedule. The meeting will include a discussion of project goals, opportunities and constraints, relevant background information and documents, and data management protocol.

B. Deliverable: Kick-Off Meeting

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: _____.
- On or before 21 Business Days from execution of service order.

PHASE 2: Outreach

Consultant to work with City staff to schedule and present public outreach events.

A. Services:

Task 2.1: Outreach and Workshop Materials

The Page & Turnbull team will work with City Staff to host two public workshops to which interested residents, property owners, neighborhood groups, and other community stakeholders will be invited. We

will coordinate with City Staff to develop the meeting and invitation format and create graphics for outreach materials for the community workshop. City Staff will be responsible for identifying any specific individuals or organizations to invite, publicizing the workshop through community news bulletins, the city websites, social media, and other public notification methods, printing/sending invitations, maintaining the response list, securing a meeting location, providing language translation, and other logistics. Page & Turnbull will develop the content of the workshop, including Power Point presentation materials and a summary of each meeting. Materials prepared for the community workshop will be made available for the City to post on the City's website.

Task 2.2: Public Workshops: Introduction and Reporting

Two public workshops will be held during the course of the project. The first will occur early in the project effort to inform the community about the project and the tasks involved, including educating the public about how these steps inform the Martha Gardens Specific Plan Update and advance the City's historic preservation program. If the workshop is conducted remotely, Page & Turnbull will plan to use the Zoom meeting platform, including the Comment and Q&A features. Through discussions with City Staff, we will determine the best methods for integrating remote participation, such as Mentimeter and/or hosting a Miro Board where members of the public can leave comments. If the workshop is conducted in person, Page & Turnbull will give a presentation followed by Q&A. The second public workshop will occur following completion of the final Survey Report and other survey deliverables in order to share the conclusions of the survey effort with the public. Similar to the first public workshop, we will engage with members of the public through means and methods appropriate to a virtual or in person event.

B. Deliverable: Public notification and two public workshops.

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: _____.
- First public workshop on or before 45 Business Days from execution of service order. Second public workshop on or before 150 Business Days from execution of service order.

PHASE 3: Reconnaissance and Intensive-level Surveys

Consultant to complete a reconnaissance-level survey, followed by an intensive-level field survey of properties that appear to be significant and eligible for designation at the local, state, and national level.

A. Services:

Task 3.1: Pre-Fieldwork Research

Page & Turnbull will review the San José Historic Context Update, the Martha Gardens Historic District Study of the Martha Gardens Historic Residential Neighborhood, and previous documentation for San Jose City Landmarks in the Specific Plan Update area. Page & Turnbull may also review primary and secondary sources such as aerial photographs, Sanborn Map Company fire insurance maps, and tract maps, which will additionally inform our understanding of development in the survey area. This review of past survey data, historic documentation, and archival materials will provide a baseline understanding of the survey area's existing historic resources and development patterns, to inform Page & Turnbull's approach to survey fieldwork. Page & Turnbull will also refer to the City of San Jose Survey Handbook when developing the methodology and approach for the survey fieldwork.

Task 3.2: GIS Database & Mobile Survey Application Setup

Page & Turnbull will utilize GIS parcel data provided by the City and/or County Assessor to map properties that will be surveyed and build a customized mobile survey application for use in the field with tablets or mobile devices. This data will provide baseline property information including Assessor Parcel Number (APN), address, and year built. We understand that up to 180 properties outside the boundaries of the Martha Gardens Conservation Area contain buildings constructed between circa 1900 and 1980 that will be

surveyed. We will use the Fulcrum app for this project, as it can collect customized, geolocated cloud-based data that can be exported to easily update the City's existing GIS data.

Task 3.3: Reconnaissance-Level Survey

Page & Turnbull will undertake a two-tiered methodology for conducting the Martha Gardens historic resources survey. We will conduct a reconnaissance-level survey of all age-eligible (at least 45 years old) properties and any younger properties that may be significant under the identified themes in the draft San José Historic Context and Martha Gardens Historic District Study. This reconnaissance survey will be undertaken as a street-by-street windshield survey. Page & Turnbull has assumed up to 10 minutes will be spent in the field surveying each property, inclusive of transit time between each property. The effort will inform the methodology and approach to the intensive survey, and during this reconnaissance-level survey, Page & Turnbull will identify potential historic resources. We will then prepare a list and maps of potential historic resources for review by the City to inform the efforts of the intensive survey and documentation.

Task 3.4: Intensive-Level Survey

Page & Turnbull will conduct an intensive-level survey of the 28 properties listed in the Historic Resources Inventory (outside the Martha Gardens Conservation District and American Can Company City Landmark) and all properties that appear likely to be eligible individual historic resources during the course of the reconnaissance-level survey. For the purposes of developing a budget, Page & Turnbull has assumed a maximum of 60 properties will be documented, including 20 minutes for additional survey in the field, one hour of property-specific research, and four hours to prepare the DPR forms for each property. The budget for this task may be renegotiated upon conclusion of the reconnaissance survey (Task 3.3), once the number of properties to be included in the Intensive-level survey is known.

This intensive-level survey will evaluate properties according to the criteria for the National Register, California Register, and local criteria. All properties included in the intensive-level survey for individual evaluation will be documented using a customized mobile survey application and database, which will allow Page & Turnbull to record the following relevant information to prepare survey forms:

- Digital photograph
- Assessor Parcel Number (APN)
- Address
- Year built
- Property type
- Architect or builder (if known)
- Architectural style
- Architectural features, materials, and alterations
- Assessment of integrity
- Development period and HCS significance theme
- Statement of significance
- List of character-defining features (if eligible)
- California Historical Resource Status Code

Task 3.5: Post-Fieldwork Research

After completing the intensive-level survey fieldwork, Page & Turnbull will conduct building-specific archival research to further develop and understand the building construction history, ownership and occupancy history, and historic significance of the properties. Research may include review of building permit application records, Sanborn fire insurance maps, historical maps and photographs, city directories, census records, newspaper records, and other primary and secondary sources.

Task 3.6: DPR Forms

Page & Turnbull will prepare survey data forms for all properties surveyed during the intensive-level survey. California DPR 523 A, B, and L forms will be auto generated from the customized mobile survey application.

The forms will include bullet-point architectural descriptions and a clear and concise record of historic information. Each form will include a statement of significance based on the development periods and themes established in the Historic Context Statement and assessment of integrity. Each DPR form will include an assigned California Historical Resources Status Code. These forms will provide the information necessary to inform the Martha Gardens Specific Plan Update, the City's project review and environmental review process and, where relevant, to inform individual property and/or historic district designation.

B. Deliverables:

- GIS Database Reconnaissance survey (list and maps of potential historic resources)
- Administrative Draft DPR 523A and 523B forms (native electronic format and PDF file)
- Final DPR 523A and 523B forms (native electronic format and PDF file)

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: _____.
- On or before 150 Business Days from execution of service order.

PHASE 4: Survey Report

Consultant to prepare a report that summarizes the survey results, discusses areas or topics requiring further investigation and provides recommendations for local, state or federal designation.

A. Services:

Task 4.1: Historic Resources Survey Report

The survey results and methodology will be synthesized in a written Survey Report. This document will identify project objectives, the properties surveyed, and will outline the survey and research methodology. The report will discuss areas or topics requiring further investigation and conclude with the findings of the survey in a summary table. The findings of the survey, including information on eligible and non-eligible properties, will be consolidated into an Excel Database that including the APN and address. If desired, Page & Turnbull can also provide the City with a GIS shapefile for the purposes of updating the City's GIS database.

B. Deliverables:

- Administrative Draft Survey Report (native electronic format and PDF file)
- Final Survey Report (native electronic format and PDF file)
- Excel Database of Identified Properties (including APN and address)
- GIS shapefile

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: _____.
- On or before 180 Business Days from execution of service order.

PHASE 5: Project Management

A. Services:

Task 5.1: Project Set-up

Page & Turnbull will execute the project contract and submit required documentation as needed. This task involves setting up the project accounting and other internal structures. Page & Turnbull will also prepare and send a draft Project Workplan and Schedule in anticipation of the Project Kick-off Meeting.

Task 5.2: Project Management

Page & Turnbull's project manager will be in regular communication with City Staff to coordinate upcoming milestones to ensure that the project remains on schedule; provide internal review of all project deliverables; and undertake budgeting, invoicing, and other management tasks throughout the project.

B. Deliverable: N/A

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: _____.
- On or before 21 Business Days from execution of service order through completion of Service Order.

Attachment B: Terms and Conditions

1. **City's Contract Manager:** The City's contract manager for this Approved Service Order is:

| | |
|---|---------------------------------|
| Name: Dana Peak Edwards | Phone No.: (408) 534-2990 |
| Department: PBCE | E-mail: dana.peak@sanjoseca.gov |
| Address: 200 E. Santa Clara Street 3 rd Floor San Jose CA 95113 | |

2. **Consultant's Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. *If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."*

| | | <u>Required to File Form 700?</u> | | |
|---|---|---|-----------------------------|-----------|
| | | Yes Already Filed (Date Filed) | Yes Need to File | No |
| <u>Consultant's Contract Manager</u> | | | | |
| Name: Ruth Todd, Principal | Phone No.: 415-593-3234 | | | <u>X</u> |
| Address: 170 Maiden Lane, 5th Floor San Francisco, CA 94108 | E-mail: ruth todd@page- turnbull.com | | | |
| <u>Other Staffing</u> | | | | |
| <u>Name:</u> | <u>Assignment:</u> | | | |
| 1. Christina Dikas, Project Manager/Associate Principal | Phase 1, Phase 2, Task 3.3, Task 3.4, Task 3.6, Phase 4 and Phase 5 | | | X |
| 2. Hannah Simonson, Historian | Phase 1, Phase 2, Phase 3 and Phase 4 | | | X |
| 3. Maggie Nicholson, Historian | Phase 1, Phase 2, Phase 3 and Phase 4 | | | X |
| 4. Walker Shores, Historian | Phase 1, Phase 2, Phase | | | X |

| | | | | |
|--|---------------|--|--|--|
| | 3 and Phase 4 | | | |
|--|---------------|--|--|--|

3. Subconsultants: Whichever of the following is marked applies to this Approved Service Order:

- The Consultant can *not* use any subconsultants.
- The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

| <u>Subconsultant's Name</u> | <u>Area of Work</u> |
|-----------------------------|---------------------|
| 1. | |

4. Reimbursable Expenses: If the Compensation Table set forth in **Attachment C** of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth: NONE

- In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

| <u>Additional Reimbursable Expense(s)</u> | <u>Mark-up</u> |
|---|----------------|
| 1. | |
| | |
| | |
| | |
| | |
| | |

Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.

Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

| Part 1 – Compensation for Services and Deliverables | | | | | | |
|--|---|---|--|--|---|-----------------|
| Column 1 | Column 2 | | Column 3 | | | Column 4 |
| Phases and Tasks from Attachment A | Basis of Compensation | | Invoice Period | | | Compensation |
| Project Commencement | <input type="checkbox"/> Time & Materials | <input checked="" type="checkbox"/> Fixed Fee | <input checked="" type="checkbox"/> Monthly | <input type="checkbox"/> Completion of Task(s) | <input type="checkbox"/> Completion of Work | \$835 |
| Outreach | <input type="checkbox"/> Time & Materials | <input checked="" type="checkbox"/> Fixed Fee | <input checked="" type="checkbox"/> Monthly | <input type="checkbox"/> Completion of Task(s) | <input type="checkbox"/> Completion of Work | \$5,380 |
| Reconnaissance and Intensive-level surveys | <input type="checkbox"/> Time & Materials | <input checked="" type="checkbox"/> Fixed Fee | <input checked="" type="checkbox"/> Monthly | <input type="checkbox"/> Completion of Task(s) | <input type="checkbox"/> Completion of Work | \$60,715 |
| Survey Report | <input type="checkbox"/> Time & Materials | <input checked="" type="checkbox"/> Fixed Fee | <input checked="" type="checkbox"/> Monthly | <input type="checkbox"/> Completion of Task(s) | <input type="checkbox"/> Completion of Work | \$6,880 |
| Project Management | <input type="checkbox"/> Time & Materials | <input checked="" type="checkbox"/> Fixed Fee | <input checked="" type="checkbox"/> Monthly | <input type="checkbox"/> Completion of Task(s) | <input type="checkbox"/> Completion of Work | \$3,680 |
| Part 2 – Reimbursable Expenses | | | | | | |
| <input type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses. | | | <input checked="" type="checkbox"/> Expenses are separately reimbursable in the maximum amount of: | | | \$3,000 |
| Part 3 – Subconsultant Costs | | | | | | |
| <input checked="" type="checkbox"/> Subconsultant costs are not separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs. | | | <input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of: | | | \$ |
| Maximum Service Order Compensation (sum of Parts 1 through 3): | | | | | | \$83,490 |

Master Agreement AC No.: 32462
Consultant: Page & Turnbull, Inc.
Service Order No.: 1